

***MINUTES OF
FACILITIES PLANNING AND IMPLEMENTATION COMMITTEE***

Tuesday, December 14, 2004 5:00 p.m.
Warren Green Building, 2nd Floor Conference Room
10 Hotel Street, Warrenton, Virginia 20186

Present:

William G. Downey, Board of Supervisors
Richard Robison, Board of Supervisors
Anthony I. Hooper, Deputy County Administrator
Paul McCulla, County Attorney
Kevin Burke, County Attorney's Office
Butch Farley, Director, General Services
Wanda Mercer, Executive Assistant, General Services

Guests:

Larry Setti, General Services
Ava Lee, Library
Barbara Severin, Library Board
Helen Zaleski, Circuit Court
Bill Weber, Citizen

Mr. William Downey called the meeting to order at 5:05p.m. on Tuesday, December 14, 2004.

Minutes of November 16, 2004 Meeting

Mr. Robison requested that reference be made regarding warranty discussion of the improperly handled heating and air conditioning units on page 1. Additionally, on page 2 in the Project Review-John Barton Payne Building section, the last sentence in the first paragraph should read "The RFP should include the feasibility study and be "design to budget" oriented, not percentage based." The minutes were approved as published with these additions.

Project Review Update – Warren Green Closeout

Mr. Tony Hooper reported that progress is being made on outstanding punch list items. A letter stating the County's position will be forwarded to Tren on December 15, 2004. The water damage in the Meeting Room (\$33,000+) and the installed fire alarm system (\$12,000) that was not submitted for approval prior to installation and is not the system noted on the plans are two of the items being discussed with Tren.

Project Review – Courthouse / Adult Detention Center

Ms. Kay Jackson, Project Manager with MBP, was not present but previously supplied updated information. Mr. Farley noted that Progress Meetings are held each Wednesday morning, 9:00 a.m. in the General Services' office. The schedule is posted in the Project Manager's trailer. Mr. Downey recommended dollar amounts be added after each section. The set back issue is near completion. To date, this has not affected the contractor.

Project Review – John Barton Payne Building

Mrs. Barbara Severin reported the Library Board has discussed the project with two architectural firms. Both architectural firms assured the Library Board that without major unforeseen issues, the project should be completed in time for the 2005 holiday season. Mr. Robison reiterated that the Library Board should seek ARB approval after the preliminary design stage and before beginning the design drawings. Mrs. Severin will notify Mr. Downey before the Library Board meets with the Town's ARB.

Project Update – Marshall Community Center

Mr. Hooper gave a brief update on the project, noting the Parks and Recreation Board was concerned about the timing of the projects if combined into one. There will be minor changes made to the pool design. Comments from the construction management firm, MBP, were incorporated into the revised drawings.

The site plan should be submitted to begin the approval process. Mr. Hooper will request a timeline from Patton, Harris, Rust for the next FPIC meeting with milestone dates for the site plan review and permitting processes.

Old Jail Museum

FPIC members visited the site prior to the meeting. The interior moisture problem needs to be stabilized. The project needs to be prepared for bid similar to the Culpeper Street properties bid. A project budget, including a 15% contingency and architectural and engineering fees, needs to be established by the next meeting if possible. The non-breathable exterior paint versus breathable paint issue needs to be addressed and resolved with a paint expert, not a contractor.

Pelham Street

Mr. Hooper is working with Town officials on screening concerns of the property. Mr. Keith Dickinson, Extension Agent, should be invited to attend the January or February 2005 FPIC meeting to discuss the CIP submission.

Library Parking

The Library Board is interested in pursuing this joint venture if feasible from financial and economical stand points. Other options need to be reviewed and discussed after the new year. Mrs. Severin stated that the Town planner did a study in June/July 2004. The Library Board has not seen the actual report, but does have a memo which summarizes the study. Mrs. Severin will provide copies of the memo to FPIC members.

Parks and Recreation Adjustments to Center Sports Field Complex

Mr. Robison reported that Mr. Larry Miller and Mr. Carl Bailey continue to work with the Fair Board and the adjacent land owner. Mr. Robison and Mr. Hooper will meet with them to discuss the progress being made.

Future Items

Mr. Rick Klinc reported that plans for the Information Technology Department space reorganization are forthcoming to the committee.

Next Meeting Date

The next meeting of the Facilities Planning and Implementation Committee will be Tuesday, January 11, 2005.

With no further business the meeting adjourned at 5:55 p.m.